



Minutes of a meeting of Seaford Town Council’s Full Council on Thursday 20th June 2024

Held at 7pm at Cross Way Church, Clinton Place, Seaford, BN25 1NP

Present:

Councillor S Markwell (Mayor)

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, O Honeyman, R Honeyman, J Lord, J Meek, L Stirton and I Taylor.

Adam Chugg, Town Clerk

Georgia Raeburn, Governance Manager

Lucy Clark, Responsible Financial Officer

Becky Terry, HR & Governance Assistant

Andy Beams, Locum Responsible Financial Officer until 31st March 2024

There were seven members of the public in attendance

C22/06/24 Apologies for Absence

Apologies for absence were received from Councillors F Hoareau, O Matthews, G Rutland, R Stirton, M Wearmouth (Deputy Mayor) and L Wallraven.

C23/06/24 Disclosure of Interests

There were no disclosures of interests.

C24/06/24 Public Participation

Speaker	Statement
Resident A	<i>Resident A – Agenda item 13 - handed out leaflets showing the timeline of their concession on the seafront and the changes that have been made in 2018 to 2023 as the business has become more established. Confirmed they had launched an environmentally friendly café on site from a shipping container in 2021. In 2024, they purchased a new boat to deliver water sports safely, the team keep their qualifications up to date to ensure the safety of the public. This business was well supported by previous officers. Skipperfest</i>

	<p><i>in 2023 was successful and supported by councillors. Business has helped many to get out on the water, as another set of eyes keeping residents safe. The business is sustainable, plastic free, 100% solar energy and use local produce. Hours of hard work has gone into this business and 100% self-funded with no grants or support. Residents are requesting that their business returns for the summer so that 6 years of work does not go to waste. They will carry on ensuring the highest standards and hope to continue with zero complaints.</i></p>
Town Council Response	Thanked the resident for their contribution.
<i>Resident B</i>	<p><i>Resident B, co-owner of the business on Agenda item 13. Instructor of water sports for over 10 years and has instructed a variety of people with varying abilities. Their presence provides a sense of character and adventure to our seaside town and provides health and wellbeing to the local community. They have future plans in helping schools and other organisations get onto the water, ensuring all qualifications to stay on the water are kept up to date. Funds have been spent on safety equipment, qualifications and ensuring all safety equipment and legislation is in place. Feedback locally has been positive.</i></p>
Town Council Response	Thanked the resident for their contribution.
<i>Resident C</i>	<p><i>Resident C - Agenda item 13 - explained what the water sports centre has brought to the seafront and the community. It has allowed individuals the opportunity to engage with each other. Water sports provide something new and a daily escape for people and a positive place to be. Tours that the business have provided attracted external visitors and instructors have worked through language barriers through instructing paddleboarding. Residents have requested that this business continues to be a cornerstone for our community.</i></p>
Town Council Response	Thanked the resident for their contribution

Resident D	As a representative of the group submitting the proposal at Agenda item 10 – thanked the officers for adding the proposal to the agenda. Confirmed that the group has been running for 16 years with a 90% success rate with their tree planting, far exceeding national average. East Sussex County Council has won a bid to plant 400 trees in the county and 120 trees are to be planted in Seaford this autumn / winter. The partnership in Seaford will form a blueprint for other towns. Current issues with other newly planted trees are with watering and protection from vandalism, but this proposal covers the cost and provision of vandalism prevention cages and a contractor to water the trees for three years. New trees will be predominantly in the northeast corner of the Crouch and will not take up any recreational space, the proposal includes planting small trees and larger trees on the boundaries. Finer details of species and location of plantings will be finalised with further consultation with stakeholders. The group are envisaging that the trees are planted as a community event.
Town Council Response	Thanked the resident for their contribution

C25/06/24 Petitions

There were no petitions presented for consideration at this meeting.

C26/06/24 Minutes

It was **RESOLVED** to **APPROVE** the following minutes:

5.1	Full Council	28 th March 2024
		29 th April 2024
5.2	Climate Change Sub-Committee	18 th April 2024
5.3	Community Services	7 th March 2024
		30 th May 2024
5.4	Planning & Highways	4 th April 2024
		25 th April 2024
		16 th May 2024
		6 th June 2024

C27/06/24 Mayor's Update Report

Full Council considered report 28/24 presenting the Mayor's update and details of engagements attended.

Members congratulated the Mayor on the work carried out so far and the Mayor's update letters and emails, and discussed being mindful of sustainable travel arrangements.

It was **RESOLVED** to **NOTE** the contents of the report.

C28/06/24 Annual Internal Audit Report Year Ended 31st March 2024

Full Council considered report 25/24 updating on the final internal audit report from Mulberry & Co Ltd for 2023 – 2024.

Members thanked the officers for the reports and discussed: the process for appointing an Internal Auditor for 2025 – 2026 and this to be considered by the Town Council in March 2025, the statutory requirements and non-statutory guidance under the Transparency Code to publish contract details and the Town Council's adherence to this, the Financial Regulations setting out the procurement process for contract or tenders at certain thresholds, the revised national model financial regulations (including greater detail around procurement processes) and then intention for these to be presented to the Town Council at the October Finance & General Purposes Committee meeting, and the publishing of relevant contract but not concession opportunities on the Contracts Finder portal.

It was **RESOLVED** to **NOTE** the Final Report of the Internal Auditor.

C29/06/24 AGAR Section 1 – Annual Governance Statement 2023 -2024

Full Council considered report 26/24 enabling Full Council to discuss and approve the Annual Governance Statement 2023-2024.

C29.1 It was **RESOLVED** to **AGREE** that to the best of its knowledge and belief, it has complied with all assertions in the Annual Governance Statement for the Year ended 31st March 2024.

C29.2 It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31st March 2024 and authorise the Chair and Town Clerk to sign Section 1 of the Annual Governance and Accountability Return (AGAR) on behalf of the Town Council.

(7.36pm five members of the public exited the meeting)

C30/06/24 AGAR Section 2 – Annual Return Statement of Accounts 2023 - 2024

Full Council considered report 27/24 presenting the Final Accounts and Annual Governance and accountability Return (Section 2) for the year ended 31st March 2024 for approval and adoption.

C30.1 It was **RESOLVED** to **APPROVE** Section 2 of the Annual Governance and Accountability return - Accounting Statements 2023 – 2024.

C30.2 It was **RESOLVED** to **AGREE** to authorise the Mayor, as Chair of the Town Council, to sign Section 2 of the Annual Governance and Accountability Return 2023 – 2024, on behalf of the Town Council.

C30.3 It was **RESOLVED** to **NOTE** the Earmarked Reserve movements, Capital Receipts and Expenditure in the year.

C31/06/24 Proposed Tree Planting in Crouch Gardens

Full Council considered report 30/24 presenting a proposal from Trees for Seaford to plant 15 to 20 trees in the Couch Gardens.

The representatives of Trees for Seaford were thanked for attending the meeting.

(7.41pm Standing Order 3e was suspended to allow members of the public to speak at this point of the meeting)

Members welcomed the proposal of the tree planting and asked the Trees for Seaford representatives questions regarding: the planned tree planting, ways to ensure the success of the planting, tree placement and species and sustainability, approved nurseries, shade provision, the alignment of the proposal with the Town Council's Climate Emergency Policy, security within the site and antisocial behaviour, the possibility of any community fruit trees, the Town Council's offer of trees as memorials and any options here, and the need to ensure public and stakeholder consultation.

(8.00pm Councillor S Adeniji left the meeting)

(8.11pm Standing orders were resumed)

C31.1 It was **PROPOSED** to **APPROVE** the planting of between 15 to 20 trees in Crouch Gardens under the supervision of Trees for Seaford, with final numbers and locations subject to further investigation and Trees for Seaford undertaking further engagement and consultation and in agreement with the Head of Assets, Projects & Services, in consultation with the Chairs of Community Services and Climate Change.

C31.2 It was **RESOLVED** to **NOTE** the Town Council's ownership of these trees and the consequences (as set out in report 30/24).

(8.21pm two members of the public left the meeting)

C32/06/24 Internal Communications Procedure – Task & Finish Group

Full Council considered report 32/24 requesting that the Town Council forms a task and finish group to draft an Internal Communications Procedure.

Members discussed the nature of the procedure as a policy document, how this links to the future Communications Strategy document and the process for ensuring all councillors are able to be involved.

It was **RESOLVED** to **ESTABLISH** a task and finish group of up to five councillors, the Mayor and the Assistant Town Clerk to draft and present to 25th July Full Council meeting a draft Internal Communications Procedure.

Councillors L Boorman, R Honeyman, O Honeyman and R Stirton put their names forward for the group, leaving one remaining space available should a councillor wish to join.

C33/06/24 Exclusion of Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the remaining items of business for the reasons as set out on the agenda.

(8.34pm – the Responsible Financial Officer (RFO) and former Locum RFO exited the meeting)

(8.34 to 8.44pm – a short break was held)

C34/06/24 Bönningstedt Steps Concession EXEMPT

Full Council considered exempt report 33/24 providing a confidential briefing on the process undertaken in relation to the Bönningstedt Steps Concession application and recommending next steps.

C34.1 It was **RESOLVED** to **AGREE** to offer Skipper Watersports a temporary licence for the Bönningstedt Steps concession.

C34.2 It was **RESOLVED** to **DELEGATE POWER** to the Head of Assets, Projects & Services and Responsible Financial Officer, in consultation with the Chair of Community Services, the completion of a temporary, licence agreement.

C34.3 It was **RESOLVED** to **AGREE** to re-advertise the concession opportunity in the months ahead, in time for the 2025 season and beyond.

C34.4 It was **RESOLVED** to **AGREE** to support the appointment of an external expert to carry out a review of Town Council tender and concession processes, ahead of the 2025 concession program.

C34.5 It was **RESOLVED** to **NOTE** that the Town Council will be asked, at a later date, to consider introducing pop up concessions in 2025 as a method for enabling temporary arrangements on the seafront.

C35/06/24 Staff Review Update EXEMPT

Full Council considered exempt report 34/24 providing a confidential update on the progress of the review of the Town Council's staff structure.

It was **RESOLVED** to **NOTE** the content of the report.

The meeting closed at 9.37pm.

Councillor S Markwell

Councillor Sally Markwell
Mayor of Seaford